

Debriefing Checklist

Event Description	
Date of Event	Recorder
Debriefing Participants	

What went well / not so well?	
How can we improve next time?	
Did we have the right tools?	
Ask for questions / concerns.	

Conduct a 60 second debriefing to review for improvement. Keep it brief. Include all team members.

What is a Debriefing?

A debriefing is a team-based activity or discussion designed to review a shared experience in order to learn and achieve superior outcomes in the future.

A debriefing should promote shared situational learning and coaching opportunities.

Debriefings are only useful if they are put into practice with a commitment to improve patient safety and improve communication and teamwork among all team members.

Remember, not everyone sees the same event through the same eyes or perspective.

The quality of the debriefing is closely tied to the initial team briefing.

Keep your debriefings quick and concise.